

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
27 January - 2 February 1983I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. Congressional Budget Justification Book (CBJB): With the exception of Volume 3 (GDIP), all volumes of the FY 1984 CBJB were printed and delivered on time. Volume 3 is now ready for press; and copies will be available Thursday, February 3.

B. DCI Annual Report: Concurrent with the weekend production of the CBJB's, 125 copies of the 1982 DCI Annual Report to Congress were delivered to the focal point at the Intelligence Community Staff on Monday, January 31, 1983.

C. Office of Personnel Support: OL/P&PD produced 2,500 copies of a newly designed multi-color brochure for Recruitment Division/Office of Personnel. It should be noted that the full color photographs for the CIA Student Trainee Program were printed with excellent results from separation negatives produced on an electronic scanner by a commercial printing firm.

D. Automated Forms Generation Meeting: An OL/P&PD representative attended an intra-government conference on Automated Forms Generation sponsored by the Joint Committee on Printing on 1 February. This meeting centered on the Internal Revenue Service System which consists of two IBM mainframes, two DEC minicomputers, and four CAMEX work stations. The output of this system can be directed to a Xerox 9700 for demand printing or an Autologic APS MICRO 5 for phototypesetter output. Other areas of discussion included Paperless (Electronic) Forms, demand printing of forms vs. stockpiling, and forms management. Another meeting is scheduled for late February at the Census Bureau in Suitland, Maryland.

E. DDI Telephone Directory: Approval has been granted from the DDCI for production of 100 copies of Version I of a new DDI phone book. The directory, scheduled for delivery 10 February, is designed as a combination functional office directory and alphabetical listing of all employees.

II. Significant Events Anticipated During the Coming Week

None

C/P&PD/OL

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